



City of Locust Grove

Community Development Department

P.O Box 900

Locust Grove Georgia 30248

(770) 692-2321 (Office)

(770) 594-1223 (Fax)

BUILDING PLAN SUBMITTAL PROCEDURE

The developer shall file with the Community Development Department six (6) copies of building plans with Georgia Energy Code Compliance Report.

A plan review fee of 50% will be assessed based on the estimated cost of construction for the project. A development impact fee will need to be paid prior to obtaining a permit.

A Fire Safety Inspection will need to be assessed by the Fire Department.

Henry County Fire Department
110 S. Zack Hinton Parkway
McDonough Georgia 30253
(770) 288-6629

The plans will be distributed to and reviewed by the following reviewing faculties:

- ◆ Building Inspector
- ◆ Public Works
- ◆ Fire Department
- ◆ Henry County Environmental Health Department (if applicable)

Note: If the development is involved with food service, tourist accommodation, swimming pool, spa or water parks (1) set of plans will need to be submitted for the Health Department with the application and any applicable fees. Check is made payable to:

Henry County Environmental Health Department
137 Henry Parkway, McDonough Ga. 30253.
(770) 954-2078.

Note: If the development is a restaurant or consists of cooking, you will need to contact David Ellis, the Utility Manger from the Locust Grove Water and Sewer Department. In reference, to specifications and size of grease trap, this will be installed by the developer. Once installed the Locust Grove Development Inspector will need to inspect the grease trap.

Note: Details and spec of the Hood Systems will also need to be provided at the time of submittal for the Fire Department or plans will be redlined.

Plans will generally be reviewed and returned within 14 business days from the date of submittal.

Developer/Architect will be notified to pick-up any red lines or comments.

Note: The developer/engineer will be responsible for picking up any redlines or comments from any outside agencies in reference to plan review and resubmitting once all correction have been addressed.

Once the plans have been revised and all correction made they shall be returned to the Community Development Department.

Note: On all re-submittals, return original comment sheets and red line plans with (5) sets of revised site plans.

Revised plans and original comments will be distributed to the reviewing faculties that had redlines or comments.

If all corrections have been made the developer / architect will be notified, if there are still items that need to be addressed the developer/ architect will need to pick-up the plans and make the necessary changes.

When all required revisions have been satisfactorily addressed the developer will be notified to set-up a pre-construction conference.

The developer shall provide a list of names, telephone numbers and addresses for all contractors and subcontractors employed on the job.

At the pre-construction conference the following items must be submitted for issuance of a building permit.

- Building Permit Application (completed and signed by responsible applicant)
- Water and Sewer Tap-On Application (completed and signed by responsible applicant)
- Check for the amount of the Building Permit.

Please see Permit Fee Chart for Residential Multi-Family and Commercial/Industrial Permits fees.

Note: Receipt showing that the water and sewer impact fees have been paid to Locust Grove Water & Sewer Authority, must be submitted before a building permit will be issued.

Note: If plans were submitted to the Henry County Environment Health Department approval will be need prior to issuing a pre-con meeting or before a building permit is issued.

TO THE CODE ORDINANCES OF

LOCUST GROVE GEORGIA

SCHEDULE OF PERMIT FEE

Plan Checking Fee – Multi- Family / Commercial

When a construction valuation exceeds five thousand dollars (1,000.00), plans shall be submitted. Prior to a plan review, a plan review fee must be paid which shall be equal to one-half of the fee required for a building permit.



City of Locust Grove COMMUNITY DEVELOPMENT

COMMERCIAL PERMIT APPLICATION

☐ New Commercial ☐ Shell ☐ Tenant Finish ☐ Remodeling ☐ Additions

GERERAL CONTRACTORS INFORMATION

Name: _____
Address: _____
City/State: _____ Zip: _____
Phone: _____ Cell : _____
DL # _____ Exp: _____
Occ. Tax # _____ Exp: _____
State Lic # _____ Exp: _____

PROPERTY OWNER/APPLICANT

Name: _____
Address: _____
City/State: _____ Zip: _____
Phone: _____ Cell: _____
24 Hour Contact: _____
Phone: _____

SITE INFROMATION

PROJECT ADDRESS: _____ SUITE: _____
BUSINESS NAME: _____ ZONING: _____
Estimated cost of Construction: _____ Total Sq. Ft. _____ Heated Sq. Ft. _____

Please ✓ what trade is part of this project: Electrician ☐ Plumber ☐ Mechanical ☐ Low Voltage ☐

All trades are required to permit the project with a Stand Alone Application. State License, Occupation Tax, and Driver License must be attached with the application.

Occupancy type: _____ Construction type: _____ Building Use: _____

SETBACK Front _____ Rear _____ (R) Side _____ (L) Side _____

Length _____ Width _____ Number of Units _____

Stories _____ Rooms _____ Bathrooms _____ Addition Structures _____

**It is unlawful to occupy a structure without a Certificate of Occupancy which will be issued following final building inspection*

Applicant _____ Applicant's Signature _____

Administrative use only

Date: _____ Plan Review Fee: _____ Permit Fee: _____

Check # _____ Credit Card# _____ Cash _____

Receipt for development impact fee: _____ Receipt for water/sewer impact fee: _____



City of Locust Grove
Community Development Department
General Contractor Affidavit

NOTICE: This form must be completed, signed notarized and submitted to the Community Development department prior to commencing work or 24 hours prior to requesting inspection.

MASTER PERMIT NUMBER _____ DATE ISSUED _____
(if applicable)
SUBDIVISION or LOT# or
BUSINESS NAME _____ SUITE# _____
ADDRESS _____

THIS IS TO CERTIFY THAT I AM RESPONSIBLE FOR OVER SEEING THESE
TRADES OF THE PROJECT. PLEASE ANSWER YES OR NO.

Electrical _____ Plumbing _____ HVAC _____

GEORGIA STATE LICENCES # _____ EXP: _____

*CHECK BELOW THE TYPE OF LICENSE YOU HOLD W/STATE NUMBER. CHECK BELOW THE
TYPE OF LICENSE YOU ARE USING FOR THIS PROJECT.*

☐ General Contractor# _____ ☐ GC Qualifying Agent# _____ ☐ Low Voltage# _____
☐ Residential/Basic contractor# _____ ☐ Mechanical# _____ ☐ Electrician# _____
☐ Residential/Light Commercial Contractor# _____ ☐ Plumber# _____

In the event of any changes in my status on this project, I understand that I will be held responsible
for this project until I have notified the Community Development Department, in writing, of the
changes.

GC Name _____ GC Signature _____ Date: _____

Company Name _____ Address _____

Phone _____ City _____ Zip _____

Occupation Certificate # _____ Exp: _____

Jurisdiction where Occupational Tax Certificate is held: _____

Sworn before me and subscribed

Is _____

In my presence this _____ day

Of _____ 20 _____

(SEAL)

(Notary Signature)

(Date of Notary Expiration)

**Purpose of Permit:**

- ☐ Shell Only
- ☐ Complete Structure for C. C.
- ☐ Complete Structure for C.O.
- ☐ Vanilla Box (Int. Fin./ No Tenant)
- ☐ Interior Finish for Leased Tenant
- ☐ Other

Dept: _____

Due: _____

LOCUST GROVE COMMERCIAL BUILDING PERMIT ROUTING SHEET

Project Name: _____

Project Address: _____

City: _____ Zip Code: _____

Type of Business: _____

Permit Owner: _____ Ph#: _____

Address: _____

Contact Person: _____ Ph #: _____

Alternate Person: _____ Ph #: _____

Submitter's Signature: _____ Submitter's Title: _____

Office Use Only From This Point Forward:

Plans Received For Review: _____ Plans Sent to Fire Marshall: _____

Plans Returned From Fire Marshall: _____ Resubmittal Required: Yes No

Building Department Resubmittal Required: Yes No

Resubmittal Date: _____ Sealed Structural Plans Required: Yes No

Occupancy: A B E F H I M R S Misc.

Type of Construction: I II III IV V 1-Hr (A) Unp. (B)

Size of Structure: _____ Valuation Per Sq. Ft.: _____ Est. Valuation: _____

Permit Cost: _____ Plan Review Fee (50% of permit cost) _____

Type of Payment: check _____ cash _____ Amount Paid: _____ Rec'd by: _____

Fire Safety & Accessibility Fee: \$ _____ Fire Department Occupancy No.: # _____

Development Permit Req'd: Yes No Dev. Permit #: _____ Date: _____

Sewer Tap Fee Required: Yes No L.L.: _____ Dist: _____

Water Tap Fee Required: Yes No Parcel ID # _____

Septic Tank Permit Req'd? Yes No Zoning: _____

Pre-Construction Meeting Req'd? Yes No Zoning Approval & Date: _____

SET BACKS PER ZONING: FRONT _____ REAR _____ LEFT _____ RIGHT _____

Comments: _____

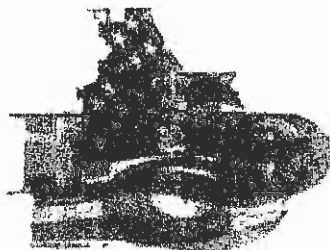
Building Impact Fee Cost: _____ How Paid: _____

Building Dept. Staff Signature: _____

Date Signed: _____



HENRY COUNTY FIRE DEPARTMENT



110 S.ZACK HINTON PARKWAY
MCDONOUGH GA 30253
TELEPHONE: (770) 288-6629
FAX: (770) 288-6330
Attention: Dale Hutchison

WILLIAM LACY-ASST. CHIEF
KEITH STARR-DEPUTY CHIEF,EMS

BARRY JENKINS-DIRECTOR

TIM TOWNSEND- DEPUTY CHIEF,TRAINING
JOE KELLEY-DEPUTY CHIEF, FIRE PREVENTION

Requirements of Henry County Fire Department Fire, Safety and Accessibility Permits

This office will approve the fire, safety, and accessibility requirements on the plan review and inspections for all incorporated and unincorporated areas of the county with the exception of the City of McDonough.

The following apply to Multi-family, Commercial, and Industrial Construction:

Show the following information on the site plan:

1. Water main size and hydrant locations (new and existing) to meet Code of Henry County County, Sec. 3-4-105.
2. Layout of the building and parking lot to meet the Georgia Accessibility Code 120-3-10.
3. 2003 International Fire Code, Sec. 503.2.1 Access to Building by Fire Apparatus.

On approval, one set of building plans will be placed in the Fire Department records and the other sets sent back to the Henry County Building Department, and one set will be picked up by the Contractor to be kept on the job site.

Henry County Fire Department and Building Department will coordinate plan reviews and inspections together.

Certain buildings and structures, because of their use, may require plan approval by the State Fire Marshal before the Fire Department will review and issue a permit.

In order to properly evaluate the code requirements for warehouse facilities we require a statement from the owner of the building providing details of the

nature of the material stored, method of storage, amount stored and stack height.

Unless a more restrictive code section applies, residential occupancies up to and including four stories in height, with the exception of one and two family dwellings, shall be provided with a fire sprinkler system designed and installed in accordance with the NFP 13R.

All revisions to the plans must be approved before the structure is started. A complete set of Fire Department approved plans and specifications shall be maintained on the construction site at all times.

The Fire Department Fee system for inspections and plan reviews.

Plan Review and Construction Fees:

Buildings less than or equal to 10,000 square foot gross floor area - \$100.00

Buildings over 10,000 square foot gross floor area - \$0.015 per square foot.

NOTE:

Inspection Fees – 80% (cover up), 100%, first re-inspection, and Certificate of Occupancy are covered under the construction permit with no additional charges.

Subsequent re-Inspection fees are as follows:

Second Re-Inspection	\$50.00
Third Re-Inspection	\$100.00
Fourth Re-Inspection	\$200.00

Fee for Special Event Inspection \$50.00

A commercial burning permit is required for clearing of construction sites, construction of roads, land clearing, and etc. by County Code, Sec. 3-4-113. This can be picked up at Henry County Fire Department, 664 Industrial Boulevard, McDonough, Georgia, fee \$100.00

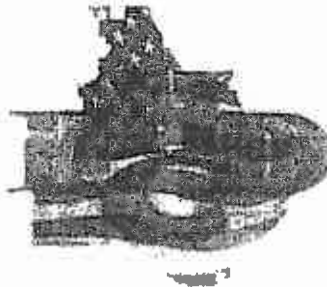
All plans must show the following:

1. Cover Sheet – Giving all general information.
2. Georgia Accessibility Sheet – Showing all handicap areas by code.
3. HVAC or Mechanical Sheet – Showing all HVAC units and ducts.
4. Electrical Sheet – Showing all electrical, exit signs, and emergency lighting.
5. Plumbing Sheet – Showing all plumbing and pipes.
6. Building Sheet – Showing all walls, windows, and door (if rated please show).

NOTE – Attached is Certificate on the Georgia Accessibility Code that must be filled out and signed. Turn in with the plans for approval.



HENRY COUNTY FIRE DEPARTMENT



110 S. ZACK HINTON PARKWAY
MCDONOUGH GA 30253
TELEPHONE: (770) 288-6629
FAX: (770) 288-6330
Attention: Dale Hutchison

WILLIAM LACY-ASST. CHIEF
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BARRY JENKINS-DIRECTOR

TIM TOWNSEND- DEPUTY CHIEF,TRAINING
JOE KELLEY-DEPUTY CHIEF, PREVENTION

CERTIFICATION

PROJECT NAME: _____

PROJECT ADDRESS: _____

This is to certify that I have prepared these plans in conformity with the Georgia Accessibility Code 120-3-20, 1997 for making the building and facilities accessible to and usable by persons with disabilities, for the scope of work herein permitted in accordance with O.C.G.A. Title 30, Chapter 3; and that the information and briefs in accordance with O.C.G.A. Title 30, Code Rules 30-3-3 and 30-3-5.

This _____ day of _____, _____

Architect or Contractor Signature

Architect Seal
updated 8/9/10



Application for
STAND ALONE HVAC PERMIT

Master Permit #: _____

Permit #: _____

(Please Print)

Contractor: _____

Address: _____ City & State _____ Zip _____

Phone: _____ Fax: _____ E-Mail _____

D.L. # _____ Exp: _____ State _____

Contractor's Current Georgia State ID # _____ Exp: _____

Occupational Tax: County _____ Number: _____ Exp: _____

(Please attach copies)

Is this a repair, remodel, replacement or gas line for swimming pool? ☐ Yes (or) ☐ No
If yes, please attach copy of state card.

Owner of Structure: _____ Business name: _____

Project Address: _____ City & State _____ Zip _____

Estimated cost of construction: _____ Total square footage: _____

Subdivision (if applicable) _____ Lot No: _____

24 Hour contact information:

Name: _____ Phone or Cell _____

Commercial Permit	Valuation	Applicable Fee per Trade
	\$0 to \$100,000.00	\$75.00
	\$100,000.01 to \$500,000.00	\$100.00
	\$500,000.01 to \$1,000,000.00	\$150.00
	\$1,000,000.01 and above	\$250.00
Residential Trades (HVAC, Electrical, Plumbing) Permit Fee		\$75.00 per applicable Trade



Application for
STAND ALONE PLUMBING PERMIT

Master Permit #: _____

Permit #: _____

(Please Print)

Contractor: _____

Address: _____ City & State _____ Zip _____

Phone: _____ Fax: _____ E-Mail _____

D.L. # _____ Exp: _____ State _____

Contractor's Current Georgia State ID # _____ Exp: _____

Occupational Tax: County _____ Number: _____ Exp: _____

(Please attach copies)

Is this a repair, remodel, replacement or gas line for swimming pool? ☐ Yes (or) ☐ No

If yes, please attach copy of state card.

Owner of Structure: _____ Business name: _____

Project Address: _____ City & State _____ Zip _____

Estimated cost of construction: _____ Total square footage: _____

Subdivision (if applicable) _____ Lot No: _____

24 Hour contact information:

Name: _____ Phone or Cell _____

Commercial Permit	Valuation	Applicable Fee per Trade
	\$0 to \$100,000.00	\$75.00
	\$100,000.01 to \$500,000.00	\$100.00
	\$500,000.01 to \$1,000,000.00	\$150.00
	\$1,000,000.01 and above	\$250.00
Residential Trades (HVAC, Electrical, Plumbing) Permit Fee		\$75.00 per applicable Trade



Application for

STAND ALONE ELECTRICAL PERMIT

Master Permit #: _____

Permit #: _____

(Please Print)

Contractor: _____

Address: _____ City & State _____ Zip _____

Phone: _____ Fax: _____ E-Mail _____

D.L. # _____ Exp: _____ State _____

Contractor's Current Georgia State ID # _____ Exp: _____

Occupational Tax: County _____ Number: _____ Exp: _____

(Please attach copies)

Is this a repair, remodel, replacement or gas line for swimming pool? ☐ Yes (or) ☐ No

If yes, please attach copy of state card.

Owner of Structure: _____ Business name: _____

Project Address: _____ City & State _____ Zip _____

Estimated cost of construction: _____ Total square footage: _____

Subdivision (if applicable) _____ Lot No: _____

24 Hour contact information:

Name: _____ Phone or Cell _____

Commercial Permit	Valuation	Applicable Fee per Trade	Total Due
	\$0 to \$100,000.00	\$75.00	
	\$100,000.01 to \$500,000.00	\$100.00	
	\$500,000.01 to \$1,000,000.00	\$150.00	
	\$1,000,000.01 and above	\$250.00	
Residential Trades (HVAC, Electrical, Plumbing) Permit Fee		\$75.00 per applicable Trade	
TOTAL AMOUNT OF PERMIT			